

## B0119 – Credential Verification Report

Users who can access this report: Disp HR Direct, HR Request, HR Appr

\* Filter on:

### Variable Entry

Available Variants:     [Show Variable Personalization](#)

#### General Variables

Variable	Current Selection	Description
* Organizational Unit	+20000000(0ORGU	20000000 State of North Carolina
Employee(s) PersNo. (Optional)		

\* Report

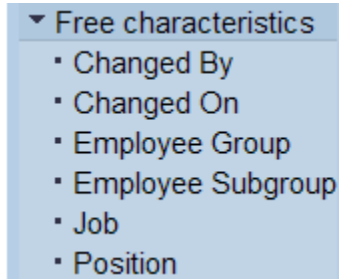
Org Unit	Employee	Employee's Name	Original Hire Date	Education Level	Verification	Verify By	Time in Service (Days)
20000000 State of NC	1	ONE, EMPLOYEE	06/18/2007	HS +3	HS +3	09/16/2007	1,395
20000000 State of NC	2	TWO, EMPLOYEE	06/01/1997	ASSOC DEG	ASSOC DEG	08/30/1997	5,064
20000000 State of NC	3	THREE, EMPLOYEE	12/01/2007	BAC DEG	BAC DEG	02/29/2008	1,229
20000000 State of NC	4	FOUR, EMPLOYEE	01/01/2008	HS GRAD	HS GRAD	03/31/2008	1,198
20000000 State of NC	5	FIVE, EMPLOYEE	01/08/2001	HS +2	HS +2	04/08/2001	3,747
20000000 State of NC	6	SIX, EMPLOYEE	01/01/2009	MASTERS	MASTERS	04/01/2009	832

\* Initial Selection Criteria

Columns
Key Figures
Rows
Org Unit
Employee
Employee's Name
Original Hire Date
Educational Level
Verification

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### \* Additional Selection Criteria



- This report pulls from IT0022 (Educational Establishment = Educational Level and Verified = Verification)
- ‘Columns’ shows the field selections that are displayed on the report.
- ‘Free Characteristics’ shows the additional field selections that can be dragged and dropped in and out of the report.

NOTE: There is a ‘Verify By’ field and a ‘Time in Service (Days)’ field. The ‘Verify By’ date is calculated by taking the ‘Original Hire Date’ and adding 90 days to it. The ‘Time in Service (Days)’ is calculated when the Verify By date is not met. Every day past the Verify By day is added and displayed in the Time in Service (Days) field. Lets you calculate how long the verification has been overdue. Conversion records are being filtered off the report.